



**THE RESEARCH FOUNDATION**  
*The State University of New York*

*University at Buffalo*

## **Announcement of Vacancy**

<b>Department</b>	Sponsored Projects Services	<b>Hiring Salary</b>	\$26,500 - \$32,000 (Full-Time)
<b>Descriptive Title</b>	Award Analyst I	<b>Posting Number</b>	R-26145
<b>Payroll Title</b>	Sponsored Programs Assistant II Research Foundation Exempt E2 Payroll Title	<b>Posting Period</b>	01/28/07 – 02/11/07 (Resumes must be received by the end of the posting period)

### **\*REPOSTING\***

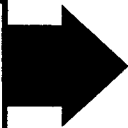
**Responsibilities:** Provide analytical, financial and administrative support directly to faculty in contract and grant administration for a full range of funding resources including federal, state, extramural funded research contracts, public and private grants, and industry awards for sponsored projects. These activities include monitoring expenditures transactions, reconciling accounts and providing financial analysis. **Other Duties:** Post Award Administration – interpret and apply terms and conditions of awards, as well as sponsor, University and RF policies. Ensure all reporting requirements are met. PI Liaison - primary contact for Principal Investigators and project staff for information and training on all RF business processes and for resolution of problems. Account Closeout - Resolve outstanding issues, including receivables and sub-awards and reconciliation in closing sponsored accounts.

**Education:** BA or BS degree.

**Experience:** Three years experience. Previous or comparable prior work experience in managing financial accounts, including cost projections and budgeting. Basic knowledge in working with computer and information management systems preferred. Demonstrated competence in the use of spreadsheets, financial analysis, and fiscal management. Good math skills, attention to details and ability to work with a high degree of accuracy required. Incumbents must a.) be committed to customer satisfaction, b.) be committed to effective team work, c.) be flexible and open to change, d.) show initiative, e.) be able to communicate clearly in a helpful and informative manner, f.) have proven ability to do large volume of detailed work timely and accurately.

**NOTE:** Appointment of a current Research Foundation employee to this position may be made within the posted range, or at the individual's current salary if higher, subject to available funds.

Persons interested in the above position should submit a resume along with a letter of application, to:



Mr. John Blandino  
SUNY at Buffalo  
Sponsored Projects Services  
402 Crofts Hall  
Buffalo, NY 14260-7016  
E-mail: [jblandino@business.buffalo.edu](mailto:jblandino@business.buffalo.edu)

### **WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with Federal and State Law